

Weekly Report for Week Ending 5 August 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 48 actions requiring the printing of 829,932 copies or sets of blank forms.
- (2) Five new and 10 revised forms were approved.
- (3) Four forms were obsoleted.

b. Intangible

- (1) RI Trainees Transmittal Dispatch Study sent [] 25X1
ARO/Comptroller. Report has been requested when implementation has been completed. []
- (2) Final coordination has been completed on the revision of Form No. 240, titled, "Courier Receipt and Log Record". The order for printing is being submitted to the Office of Logistics for procurement action today. The advantages of this revision are:
 - (a) Copies reduced from 4 to 3.
 - (b) Elimination of carbon handling through the use of NCR paper.
 - (c) Clarified use through revamped format and simplified instructions. [] 25X1
- (3) Discussed with [] the proposed training course on the preparation of Offset Masters. This will be discussed in detail with [] OTR, after our move to 16th Street. [] 25X1

2. Assignments

a. Active

- Information Report ;
- (1) ~~Telegram~~ Dissemination/revision continues. Met with [] 25X1
[] Cable Secretariat, last week. Talk with []
[] is scheduled for today. [] 25X1
 - (2) Twelve new and 12 revised forms.
 - (3) Other active assignments continue in substantially the same status as last week.

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3. News

- 25X1 a. [] began two weeks of annual leave on Monday,
3 August.
- 25X1 b. [] will be on annual leave this afternoon AND TOMORROW.

25X1



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from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

25X1 a. Shelf Filing
25X1 OO/Contact Division/
OCR/IR/FE/NEA
Office of Security/Building 13
OP/Records and Services/Test Installation

No change from previous report.

OTR/Assessment and Evaluation Staff
OTR/Operations School/Headquarters Training

Requisitions for equipment approved and forwarded to Logistics.

CI/OA

Requisitions for three additional units approved and forwarded.

b. Records Schedules

25X1 Executive Registry

No change.

25X1

A control schedule is being prepared.

25X1 New Building Site

No change.

25X1 FI Schedule

Review completed and draft of transmittal prepared.

Proposed CS and Field Schedule

25X1

Review completed. Transmittal memo being drafted.

Records Control Schedules - ORR

25X1

Amended one item and deleted one item as requested by ARO/ORR.

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c. Records Systems25X1
✓ Medical Staff

✓ Have been assisting personnel in the Support Division/Supply Section in rearranging files and bringing the files up-to-date.

Master Index to Subject Filing Handbook 25X1

Added modifications used in OP/PPD and DDS/SPA files to RMS card index.

✓ Refresher Training Workshops in Filing 25X1

At the request of Chief, Clerical Training, deferred first workshop for DDS employees from 28 September to 26 October to permit completion of largescale Induction training. OTR/CT agreed to announcements proposed for OTR Bulletins, named instructor for morning sessions, and scheduled next meeting for week of 10 August to complete plans for coverage. Prepared memo for C/RMS signature requesting D/TR approval for series of workshops and announcements through OTR channels.

✓ Installation of File System in Clerical Recruitment Branch/OP 25X1

Installation of improved file requested by Chief, Clerical Recruitment. Reviewed current files (Primarily an expanded chrono file) and arranged for IAS Pool to prepare folders and guides. Deferred installation at ARO's request to permit her to review and submit recommendations.

d. Special Projects25X1
OSS/RI Archives

✓ A final draft of the inventory has been prepared and given to a typist in the DD/P area for typing.

Revision of Notices on Filing Equipment and Supplies 25X1

Research completed. Consolidated Notice being drafted.

Booklet on Records Center and Revised Form 490 25X1

Material for booklet being collected and layout arranged.

✓ Survey of Unused Safes 25X1

Completed review of 3,000 Security Check Sheets.

Destroyed unneeded sheets and moved study from Security to RMS. Drafts of final report and corrective actions being edited.

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e. Inactive Special Projects

File Cleanup Campaign

Sorting Equipment Booklet

25X1 Revision of [REDACTED], Records Management Program Guide

Emergency Filing Equipment Needs

Analyst Files Project

25X1 3. Vital Materials [REDACTED]

A request was received from the Area Records Officer/ONE for assistance in establishing a Vital Materials Deposit Schedule for special type deposits.

Microfilming of Vital Materials in OCR/GR and Personnel continues.

4. News

25X1 [REDACTED] reports that he will return to personnel work and be succeeded shortly as ARO for ORR by [REDACTED]

25X1

Completed report on public parking available at new offices. Circulated report for Staff's information.

25X1

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